



WASHINGTON STATE DEPARTMENT OF ECOLOGY

Spill Prevention, Preparedness and Response

GUIDE FOR USERS OF THE ADVANCE NOTICE OF OIL TRANSFER (ANT) SYSTEM

This guide is intended to help you successfully enter your vessel or facility Advance Notice of Oil Transfer in the state's on-line system. Entering your Advance Notice of Oil Transfer into this system satisfies the federal and state requirements for Advance Notice of Oil Transfer.

This guide will give you general instructions, describe the transfer form and walk you through the data input process. It will also explain how to view a previously submitted Advance Notice of Oil Transfer and how to edit a previously entered Notice if information has changed.

This guide is intended to be used after an account has been registered and activated on the SecureAccess Washington on-line system. Please see the Guide to Setting up an Account for the Advance Notice of Transfer System for information on activating an account.

A. GENERAL INSTRUCTIONS:

- The Advance Notice of Oil Transfer form has been designed to allow the user to quickly enter the required information with drop down boxes and auto complete fields. Ecology will be adding information and keeping the fields up-to-date on a continuous basis.
- For the purposes of filling out an Advanced Notice of Oil Transfer, one transfer operation is regarded as the entire delivery operation between the deliverer and receiver. For instance if a deliverer transfers 3 products simultaneously or sequentially to the same receiver that is considered one transfer operation.

Information is required for each type and quantity, or "parcel", of oil transferred during the transfer operation. The system is set up so that if the transfer involves more than one type of oil each parcel is entered separately. This means the system user submits the information for one type of oil and then is then offered an opportunity to enter additional parcels.

- Mandatory fields are indicated by an asterisk in Figure 1 below and may not be left blank.

If you need this publication in an alternate format, please call Spills Program at 360-407-7455. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

- If “Other” is entered in any field, please enter the correct value in the “Remarks” section.
- Any time during data entry, prior to clicking the “Submit” button, clicking the “**Clear**” button will clear all fields to allow starting over.
- **Click “Logout”** on the menu at the left of the screen when all transfers have been submitted.
- To contact Ecology or to request help by e-mail, click the “Contact Us” button in the menu on the left side of the Advance Notice of Oil Transfer Home Screen. You may also call (360) 407-7483 or (360) 407-6950 during normal working hours.

B. TO LOG-IN TO THE ANT SYSTEM

1. To use the account to enter or to access Advance Notices of Oil Transfer, go to the following address in your browser: <https://secureaccess.wa.gov/ecy/ants>.

Note: It may be useful to set up an icon on your desktop for easy access.

2. Log-in with the User ID and Password entered during registration.

C. TO ENTER AN ADVANCE NOTICE OF OIL TRANSFER:

1. **Click “New Oil Transfer”** on the menu at the left of the screen.
2. **Enter transfer data** in the fields as follows:

Notes:

- The following fields have an auto-complete feature.
Company
Deliverer
Receiver

As the user begins to type, possible selections are presented. The user should choose the correct selection if it is presented. If the correct selection is not presented, the user should continue typing to complete the field, and then notify Ecology via the “Contact Us” feature to add the proper selection to the database.

- **Start Time**: Enter the time the transfer is expected to start. 24-hr clock, no am/pm designation.
- **Duration**: Enter the calculated duration of the transfer in hours and tenths of an hour.
- **Berth location**: Select from drop-down list. If the berth location is not listed, leave it blank and enter the City of Transfer and street address.
- **Anchor location**: Select from drop-down list. If the anchor location is not listed, leave it blank and enter the City of Transfer and the street address or water body. .

Note: if the berth or anchor location is not listed in the drop-down list, but the location is designated as a berth or anchorage on the local charts, please enter the berth/anchorage identification in the “Remarks” field.

The Address field is not required if a berth or anchor location is entered.

- **City of Transfer**: Select from drop-down list the city the transfer occurs in, or the nearest city, if the transfer does not occur in a city. If the city is not listed, select “Other” and enter the city name in the “Remarks” field.
- **Address**: Enter the street address of the transferring location
- **Deliverer Type**: Check Vessel, Facility, or Mobile as applicable.
- **Deliverer** (auto-complete field): Enter the name of the delivering party.

For a fixed facility, enter the specific terminal or location name.
For a mobile facility, enter the truck number or identification.
For a vessel, enter the vessel name.
- **Receiver Type**: Check Vessel or Facility as applicable.
- **Receiver**: Enter the name of the receiving party.

For a fixed facility, enter the specific terminal or location name.
For a vessel, enter the vessel name.
- **Transfer Type**: Select from drop-down list.
- **Product**:: Select from drop-down list.
- **Quantity**: Enter the intended quantity to be transferred.
- **Units**: Select gals or bbls from the drop-down list.
- **Pre-boomed**: Check Yes or No as anticipated.

- **Remarks:** Enter “City” or “Berth” or “Anchor” location as requested above, and any other pertinent information.
3. **Click “Submit”** when all data has been entered. The User will see a message that the data has been successfully entered.
 4. **Click “Add Another Transfer”** if another parcel is to be transferred continuously between the same deliverer and receiver. The following fields (only) will be cleared for entry of data for the next parcel: Start date, Start time, Duration, Product, Quantity, and Units.

Note: if fields other than those specified in paragraph 6. above are changed (such as a different receiver), then a completely new Advance notice should be initiated by clicking “New Oil Transfer” from the menu.
 5. **Click “Logout”** from the menu if this is the last transfer to be reported.

D. TO VIEW A PREVIOUSLY SUBMITTED ADVANCE NOTICE OF OIL TRANSFER

1. **Click “ANT History”** on the menu at the left of the screen. A summary screen will show only those transfers that have been submitted by the party who logged in, with the exception of Ecology and Coast Guard inspector log-ins, who will see all transfers.

WA State Department of Ecology							
Advance Notice of Oil Transfer							
You are currently logged in as: jackb Home > Adva							
<ul style="list-style-type: none"> Home ▼ Advance Notice <ul style="list-style-type: none"> ▶ New Oil Transfer ▶ Search ▶ ANT History ▶ Logout ▶ Contact Us 	Advance Notice of Oil Transfer History View Oil Transfer By: <input type="text" value="--ALL--"/>						
	ANT #	Reporting Party	Company	Start Date	Start Time	Duration	Transfer City Details...
	84	Jack B	Tesoro	8/27/2006	1:10 PM	2.7	ANACORTES Detail...
	78	Jack B	Crowley	8/30/2006	8:00 AM	4	BELLINGHAM Detail...
	82	Jack B	US OIL	8/25/2006	8:01 AM	2.5	BELLINGHAM Detail...
	83	Jack B	US OIL	8/25/2006	10:00 AM	2	BELLINGHAM Detail...
	79	Jack B	Crowley	8/21/2006	9:00 AM	2	BELLINGHAM Detail...
	77	Jack B	Foss Maritime	8/21/2006	1:06 PM	4.5	FERNDAL Detail...
	81	Jack B	PNW Oil Heat	8/19/2006	3:30 PM	1.5	SEATTLE Detail...
	80	Jack B	U.S. Oil	8/25/2006	10:00 AM	3.5	TACOMA Detail...

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Figure 2

- Clicking a column header, such as “Start Date,” or “Transfer City,” will sort the entries by that field.
- Clicking “Detail” for any oil transfer will display the complete data entered in the same format as the data entry page (see figure 1). Click “Back to History” to resume viewing the summary data in the format shown above.
- Click “Export to Excel” at the bottom of the summary screen to see all the fields in an Excel tabular format. The data in this view may be sorted and manipulated by all standard Excel functions.

E. TO EDIT A PREVIOUSLY SUBMITTED ADVANCE NOTICE OF TRANSFER

1. View the desired ANT as described in section D. above. Click “Detail” for that ANT.

Advance Notice of Oil Transfer

You are currently logged in as: inspectors

Home

Advance Notice

New Oil Transfer

Search

ANT History

Logout

Contact Us

Advance Notice Detail:

ANT #: 280

Reporting Party: Kevin Truong

Company: A. & E. FISHERIES

Start Date: 10/27/2006

Start Time: 12:35 PM

Duration: 3.00

City of Transfer: SEATTLE

Address:

Or Berth Location: SEATTLE ARCO HARBOR ISLAND

Or Anchor Location:

Deliverer Type: Vessel ☒ Facility ☐ Mobile ☐

Deliverer: A. ALAMDAR

Vessel IMO#:

Official#:

Receiver Type: Vessel ☐ Facility ☒

Receiver: BP West Coast Arco Seattle Terminal

Vessel IMO#:

Official#:

Transfer Type: Bunker

Quantity: 456

Product: BUNKER OIL/HFO

Unit: Gals

Pre-boomed: No ☒ Yes ☐

Remarks: test

Inspect Date:

Inspector:

Edit

Back To History

Figure 3

2. **Click “Edit”** and make the desired changes. After all desired changes are made, **click “Submit”** to record the changes or click “Cancel” to abandon the changes made to the ANT.
3. **Click “Back to History.”**